
	Loudoun County Department of Fire, Rescue, and Emergency Management COMMUNICATIONS & SUPPORT SERVICES GENERAL ORDER	
Subject: Dispatch Procedures for December 2009 Radio Upgrade		Date of Issue: December 11, 2009 Date of Expiration: December 10, 2010
General Order: General Order 2009-005		
Approved: <u>Matthew M Partlow</u> Matthew M. Partlow, Deputy Chief		

PURPOSE

To identify new procedures for dispatching incidents on the new 800 MHz radio system.

SCOPE

This General Order applies to Communications personnel employed by the Loudoun County Department of Fire, Rescue, and Emergency Management.

POLICY

Effective Tuesday, December 15, 2009, at 0600 hours, personnel are to adhere to the following procedures when assigning units to an operational channel for working incidents.

PROCEDURE

1. The Department will utilize six series or groups of operational channels. These are listed as the 10 series, 20 series, 30 series, 40 series, 50 series and 60 series. Series 10, 20 and 30 are located in Zone 60, while series 40, 50 and 60 are located in Zone 61. Each series consists of numerous tactical channels and one command channel.
2. The naming convention for a tactical channel is TAC, while a command channel is CMD and the layout of each series is as follows:

Zone 60			Zone 61		
10 Series	20 Series	30 Series	40 Series	50 Series	60 Series
C-CMD10	G-CMD20	K-CMD30	B-CMD40	F-CMD50	J-CMD60
D-TAC11	H-TAC21	L-TAC31	C-TAC41	G-TAC51	K-TAC61
E-TAC12	I-TAC22	M-TAC32	D-TAC42	H-TAC52	L-TAC62
F-TAC13	J-TAC23		E-TAC43	I-TAC53	M-TAC63

3. When dispatching a working incident, units are to be assigned to the first listed tactical (TAC) channel in a specific series. When assigning a channel, they are to be vocalized as “Six Delta Tac Eleven,” “Six Kilo Command Thirty,” etc.
4. Dispatchers are encouraged to use discretion when assigning an incident to a series of channels. House fires, structure fires, inside gas leaks, etc. should be assigned to a series with numerous tactical channels (i.e. series 10, 20, 40, 50 or 60), as there is a greater chance of needing these additional resources. Smaller incidents, such as, auto accidents with entrapment, etc. should be assigned to a series with fewer tactical channels (i.e. series 30), as there is a lesser chance of needing any additional channels. However, because it is impossible to anticipate the specific needs of each incident, it is critical that the dispatcher use his/her best judgment when assigning tactical channels.
 - a. Dispatchers should assign incidents to those series within the primary zone channels prior to utilizing those in Zone 61. Special consideration should be given to those incidents involving mutual aid companies as they may only have the primary zone.
5. If the Incident Commander or his/her designee requests a Command Channel for their specific incident, they should be referred to the appropriate CMD channel in the series. For example, a house fire on 6D-TAC11 should be given a Command Channel of 6C-CMD10, etc.
6. Second or greater alarms should be dispatched on the appropriate Command Channel regardless of whether the Incident Commander has requested a Command Channel. The Dispatcher will be responsible for managing the Command Channel until the Incident Commander designates an officer to monitor the channel. (See *NOVA Command Officer Operations Manual*, page 82)